

**Prince Charles Elementary  
PAC General Meeting  
April 16, 2024**

**IN ATTENDANCE:**

Shannon Rose (Chair), Michelle Bastien (Treasurer), Ashley Camp (Vice-Chair), Duane Penner (Principal), Stephen Baker

**QUORUM:**

Quorum has not been met in the absence of a minimum five voting members (three executives and two others than the executive)

**A. CALL TO ORDER**

Shannon Rose – President, called the meeting to order at 7:15pm

**B. ACKNOWLEDGEMENT**

We acknowledge that Prince Charles Elementary is located on the traditional and unceded territory of the Semá:th First Nation and Mathxwí First Nation. With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers.

**C. PRINCIPAL'S REPORT**

Mr Penner reports that the school year is coming along nicely, and there have been some new changes since the return to school after spring break.

Spring After School Programs – Are in full swing and well attended. There were lots of different programs to choose from and they have all been very popular.

Parent/Tot Programs – Runs Tuesday/Thursday 9-11 in the multi-purpose room. It has been fun to see the little ones attending and they are always welcoming anyone who would like to come and join them.

Before & After School Care/Day Care – On the return to school after spring break Hand in Hand before and after school care moved into the school and is operating out of room 37. This transition has worked well and the location of the class room has worked nicely for the parents when doing drop off/pick up. The portable on site is now running as a day care.

Breakfast Program – is happening daily from 8-8:36am, the time was moved to before school hours. This change was announced to the kids and teachers sent notes home to students. No one turned down the change and it seems to be going well.

Vaisakhi Assembly (April 19/24) – This coming Friday we have the Bhangra Team coming to do drumming from Hanson, and the Abby Middle Dhol Drumming team as well

Student Learning Survey – Doing the survey with the Grad 4 students this year. Getting some good feedback, still have some classes to go.

Kindergarten Ready Set Learn – Next year’s K kids have all been invited for one of two introductory sessions May 2<sup>nd</sup> at 9-10:00am or 10:15-11:15am in the LLC. They will get a goody bag provided. Also, PAC to do juice box and a snack for the kids. PAC will also have an information board set up for parents (QR code for PAC FB page, volunteer opportunities etc.). Parent volunteer and CRCs will be sent home in the K package from Chelsea.

Hockey/Multi Sports Court – The sports court was completed with the opening day this Friday starting with the Grade 5s! There were rules made in collaboration for all the students to follow. There will be rotations by grade each day for who gets to use the court. We are still waiting for lines to be painted and we are getting a storage bin. Mr. Penner would like to thank the PAC for all their help in making this possible.

School Budget/Improvement Plans – Coming soon. Will be presented over the next few months PAC meetings. There will be two working sessions with staff to help develop goals for the 2024/25 school year. School budget will be presented at the May PAC meeting.

#### **D. TREASUREY REPORT**

Michelle Bastien presented treasurer’s report, please see attached forms

#### **E. FUNDRAISING REPORT**

- Art cards were a great fundraiser with a total profit of \$989.10
- Break the rules day is not happening
- Principal for the day – Date TBD either June 6 or 12<sup>th</sup>?
  - Ticket sales should be approximately two weeks prior to date

- Need a couple volunteers to organize (Ashley and Stephen agreed to help with sales at lunch hours in weeks prior to date)
- It was discussed that the winner was drawn at sports day in past years which was fun for the kids and a big hit, Duane agreed and will adjust the principal for a day date accordingly)
- Spring Fling Dance – Not happening as there are no dates available due to outside bookings
- Freezie Sales – Still to come with warmer weather. Having a difficult time sourcing the jumbo freezies this year.
  - Shannon asked Clint, he is unable to get the size we are looking for
  - In the past have gotten the boxes from Costco at \$14.99, none have been in stock yet this year. Please watch and let Michelle/Shannon know if you see them at Costco or No Frills
- Both the Spring Fling Dance and the Break The Rules Day fundraisers were allotted to the Phase 2 Playground Upgrades
  - Will need new plans for future fundraisers to make up for these next year

## F. DPAC REPORT

Shannon Rose Presented on DPAC Parent Night Meeting last week on literacy. There are lots of resources available to students/families through the Abbotsford School District Website.

- Go to students then digital learning tab
- There are many subscriptions available through the site (NatGeo, I excel, NatGeo Kids, RAZ kids, Reading Coach etc.)
  - **Login: Abbysd**
  - **Password: 34**
- Reading Coach is a neat app that uses AI to write a story and then have the child read it back, it will grade the child on their reading and give them words to work on etc. Lets them know their reading level (ideally want to be between 97-100% to ensure maximum benefit/learning from reading)
- Next DPAC meeting April 25<sup>th</sup> on zoom
- Last Parent Night May 8<sup>th</sup> on Mental Health, Speaker - Nicci Allen (from Fraser Health)
- Stephen Baker brought up “The Decider” a mental health 1<sup>st</sup> aid kit.
  - Uses basic language and helps kids/parents recognize emotions AND helps with what to do with the emotion

- There is an app and information is available on youtube if interested

### **G. HOT LUNCH**

Shannon Rose presented on Hot lunch – Term 3 is open on MunchaLunch, there was a popcorn day last week, upcoming Boston Pizza day, popcorn day, Red Robin day and hot dog day. Feeding Futures also has access on MunchaLunch for kids that need assistance

### **H. GRADE 5 COMMITTEE REPORT**

Committee member unavailable to attend the meeting but a typed report was provided, read by Shannon Rose. See attached report

### **I. PLAYGROUND COMMITTEE REPORT**

Shannon Rose presented

- SPORTS COURT IS COMPLETED!
- All fundraising now allotted to Phase 2 upgrades

### **J. FAMILY FUN NIGHT REPORT**

Shannon Rose presented – Family Fun Night May 31<sup>st</sup> 5-8:00pm

- Next committee meeting April 22<sup>nd</sup> at 7:30pm on zoom
- Wristbands will be \$15 for all kids 3 and up
- There will be air brush tattoos, a 2hr foam party, inflatable obstacle course and slide, photo booth, cake walk and balloon artist, potato sack races, egg and spoon race, bean bag toss, lollipop pull
  - In spirit of full disclosure wanted to let people know that the photo booth company is owned by parents of a PC student
- Committee has reached out to Abby Parks/Rec, APD and Abby Canucks, waiting to hear back on availability

### **K. OLD BUSINESS**

- Talent Show
  - Stage and Gym booked for June 24<sup>th</sup>
  - Auditions to happen
  - Still need a teacher sponsor

### **L. NEW BUSINESS**

- Fruit/Veggie program is no longer covered by the Ministry. If schools want to continue, the cost is to be covered by the school district. SD34

will NOT be participating in the BC Fruit, Vegetable and Dairy Program, however we are currently exploring options to start a similar program in the district

- Banking (Michelle Bastien)
  - Waiting to hear back from Envision
  - Prospera offers free accounts but they do not accept e-transfers (we need this)
    - Stephen has a contact and will follow up with Jim Brown at Prospera regarding not-for-profit and send/accept e-transfers
  - Will look into VanCity
- Staff Appreciation Luncheon
  - Duane and Shannon to pick a date
- Administrative Professional Appreciation Day
  - April 24<sup>th</sup>
  - Shannon to get gift/flowers
- Nominations Committee
  - Shannon to contact Cat
- Staff Requests
  - No staff requests this month

#### **M. OPEN FLOOR**

- Stephen brought forward that Highlighters were missed in the parking lot
  - Mr. Penner reiterated that this was a decision by the school as traffic supervision is not a parent responsibility and not done at any other school in Abbotsford
- Discussion regarding doing updates to current constitution and bylaws on three points, updating co-ordinators, how many are needed for a quorum, and the 2 meeting rule
  - Michelle stated written notice was needed in order to bring forward a change to bylaws
  - Would be ideal to have changes voted on at next PAC meeting before the AGM on June 11<sup>th</sup>
  - By May 6<sup>th</sup> post to go out on Facebook page and have Duane send out school wide email to notify parents of proposed changes

#### **N. ADJOURNMENT**

Meeting adjourned at 9:23pm by Shannon Rose

Next meeting May 21, 2024 at 7:00pm in the LLC



## PAC Principals Report

Date: April 16<sup>th</sup>, 2024

Time: 7:00 pm

Location: LLC

1. **Spring After School Programs (Abbotsford Community School)**
  - ArtVenture Explorers Program Grades K-2
  - Skittle Ball Showdown Program Grades 3-5
  - Flash Fiction Program Grades 3-5
  - Taste of Art-Edible Art Program Grades 3-5
  - Lego Creations Corner Program Grades K-2
  - Basketball Skills Program Grades 4-5
2. **Parent/Tot Program**
  - Tuesdays/Thursdays 9-11 am
3. **Before & After School Care/Day Care**
  - Hand-in-Hand before & after school has started in room #37
  - Day Care has begun in portable
4. **Breakfast Program**
  - Feeding Futures from 8am-8:36am
5. **Vaisakhi Assembly**
  - Hansen Secondary Bhangra Team
  - Abby Middle Dhol Drumming Team
6. **Student Learning Survey**
  - Grade 4
7. **Kindergarten Ready Set Learn**
  - May 2<sup>nd</sup> at the school
8. **Hockey/Multi Sports Court**
  - Completed with opening day this Friday afternoon with Grade 5s!
9. **New School Improvement Plan coming soon...**
  - Staff will be completing two working sessions to come up with a new school plan for school-year 2024/25.



# Prince Charles Elementary PAC

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## Treasurer's Report April 16, 2024

The following report covers the period of Feb 1 – March 31, 2024.

### **BANK BALANCE**

The bank balances on March 31, 2024 were as follows:

General account	\$16,991.53
Gaming account	\$7,831.16
Petty Cash	\$100.00
Undeposited Funds	\$518.75
<b>Total</b>	<b>\$25,441.44</b>

\*\*Undeposited funds is from the Grade 5 Concession stand.

### **Book Fair**

We held our second Book Fair March 4-6 in the LLC, with help from Mrs. Bulat and some parent volunteers. We had total sales of \$3,821.45, leaving net sales of \$3,553.95. This left us in the 40% return of rewards earning \$1,421.58, as this was our 2<sup>nd</sup> fair we received a 10% bonus of \$355.40. Our Library Tech choose \$1,130.75 of Book from the Fair to be added to the Library and the rest of the rewards will be used for items for items for the Learning Commons.

### **Movie Night**

We held a concession stand at Movie Night on March 5<sup>th</sup>, we had a nice crowd of families and the students were very engaged in the Movie. We took in a total of \$251.40 in sales.

### **Panago Pizza**

We ran the Panago Pizza coupon fundraiser, we sold 48 coupons for a total profit of \$192.

Please find attached Revenue & Expense spread sheet.

Thanks,

Michelle Bastien  
PC PAC Treasurer

**Prince Charles Elementary School PAC**  
**Statement of Revenue & Expenses and Cash Balance**  
**as at February 29, 2024**

		General Account	Gaming Account	Total		
<b>Opening Balance (February 1, 2024)</b>		17,903.17	15,958.91	33,862.08		
<b>Revenue</b>						
February 5	Deposit Slip	87.51		87.51		
	Munchalunch	344.70		344.70		
February 12	Munchalunch	254.48		254.48		
February 19	Munchalunch	109.18		109.18		
Feb 26	e-transfer Michelle Bastien (Hot Lunch)	18.00				
	Munchalunch	185.72				
		999.59	0.00	795.87		
<b>Expenses</b>						
February 1	Bank Fees	10.50	7.00	17.50		
February 6	Cheque 1989 Shannon Rose (Nov & Dec Ex)	885.20		885.20		
	Cheque 1991 Shannon Rose Jan Expenses	565.38		565.38		
Feb 28	Cheque 1992 CASH (Float Book Fair)	300.00		300.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
		1,761.08	7.00	1,768.08		
<b>Ending Cash Balance</b>		<b>17,141.68</b>	<b>15,951.91</b>	<b>32,889.87</b>		
<b>Outstanding Cheques</b>						
#1983	Michelle Bastien (Market Supplies)	51.69		51.69		
#1990	Abbotsford School District (Jury & LLC)	184.91		184.91		
#220	Abbotsford School District (bussing)		1,113.75	1,113.75		
				0.00		
<b>Total Outstanding Cheques</b>		<b>236.60</b>	<b>1,113.75</b>	<b>1,350.35</b>		
<b>Ending Cash Less Outstanding Cheques</b>		<b>16,905.08</b>	<b>14,838.16</b>	<b>31,743.24</b>		
<b>Committed Funds (Budgeted Items)</b>					<b>Paid Out</b>	
	Restricted Funds - Water Station	0.00		0.00		
	Restricted Funds - Playground	5,000.00 [1]	9,000.00	14,000.00		
	Restricted Funds - Munchalunch	1,983.50		1,983.50		
	Restricted Funds - Bussing		1,491.90	1,491.90		
	Restricted Funds - Grade 5					
<b>Total Committed Funds (Budgeted Items)</b>		<b>6983.5</b>	<b>10,491.90</b>	<b>17475.4</b>	<b>0</b>	<b>0</b>
<b>Ending Cash Less Committed Funds (Forecast)</b>		<b>9,921.58</b>	<b>4,346.26</b>	<b>14,267.84</b>		



**Prince Charles Elementary School PAC**  
**Statement of Revenue & Expenses and Cash Balance**  
**as at March 31, 2024**

		<u>General Account</u>	<u>Gaming Account</u>	<u>Total</u>		
<b>Opening Balance (March 1, 2024)</b>		<b>17,141.68</b>	<b>15,951.91</b>	<b>33,093.59</b>		
<b>Revenue</b>						
March 4	Munchalunch	699.84		699.84		
March 11	Munchalunch	1,289.83		1,289.83		
	e-transfer Danielle Kilpatrick (Panago)	28.00		28.00		
	Deposit Slip 138 (Book Fair & Movie Night)	2,513.35		2,513.35		
Mar 18	Munchalunch	114.63				
March 25	Munchalunch	26.69				
		<b>4,652.34</b>	<b>0.00</b>	<b>4,511.02</b>		
<b>Expenses</b>						
March 1	Bank Fees	15.80	7.00	22.80		
	Cheque 1983 Michelle Bastien (Expenses)	51.69		51.69		
	Cheque 1993 Panago Pizza	1,500.00		1,500.00		
Mar 6	Cheque 1994 TDMW (Taco Day)	1,066.59		1,066.59		
March 8	Cheque 1990 Abbotsford School District (Jur)	184.91		184.91		
	Cheque 220 Abbotsford School District (bussing)		1,113.75	1,113.75		
	Cheque 221 Abbotsford School District (Sports Court)		7,000.00	7,000.00		
March 13	Cheque 1996 Cozy Blanket Ltd. (SinAmen)	1,168.50		1,168.50		
March 21	Cheque 1998 Wok Box	815.00		815.00		
				0.00		
		<b>4,802.49</b>	<b>8,120.75</b>	<b>12,923.24</b>		
<b>Ending Cash Balance</b>		<b>16,991.53</b>	<b>7,831.16</b>	<b>24,681.37</b>		
<b>Outstanding Cheques</b>						
				0.00		
1997	Scholastic Book Fairs Ltd	2,061.95		2,061.95		
1995	Young Actors	1,680.00		1,680.00		
1999	Mike Norden (Foam Party Deposit)	200.00		200.00		
<b>Total Outstanding Cheques</b>		<b>3,941.95</b>	<b>0.00</b>	<b>3,941.95</b>		
<b>Ending Cash Less Outstanding Cheques</b>		<b>13,049.58</b>	<b>7,831.16</b>	<b>20,880.74</b>		
<b>Committed Funds (Budgeted Items)</b>						<b>Paid Out</b>
	Restricted Funds - Water Station	0.00		0.00		
	Restricted Funds - Playground	5,000.00 [1]	2,000.00	7,000.00		
	Restricted Funds - Munchalunch			0.00		
	Restricted Funds - Bussing		1,491.90	1,491.90		
	Restricted Funds - Grade 5	280.00		280.00		
<b>Total Committed Funds (Budgeted Items)</b>		<b>5,280.00</b>	<b>3,491.90</b>	<b>8771.9</b>	<b>0</b>	<b>0</b>
<b>Ending Cash Less Committed Funds (Forecast)</b>		<b>7,769.58</b>	<b>4,339.26</b>	<b>12,108.84</b>		

Update for PAC Meeting:

The Grade 5 Committee has been planning, organizing and discussing some fun options for the Grade 5 year end. The theme the students voted for the yearbook is Ride the Wave so we will incorporate that theme for the farewell evening. All information regarding year end is communicated by email through your classroom teachers. This sign up was done at the beginning of the school year.

In the fall the Committee sent out the google survey regarding how the parents wanted to handle fundraising the amounts needed to celebrate with the tradition of attending the waterslides and each student receiving a yearbook. An overwhelming 82% voted that they would prefer to pay the fee for their child and do minimal fundraising. A school cash online will come out with the permission slip for the waterslides shortly. Please ensure prompt payment. The two fundraisers the Committee has organized so far have brought in a total profit of **\$444.96** (Sinamen Buns & 1st Concession Stand). We are still happy to accept any sponsorship donations!

**Concession Stand:** The upcoming dates for the Concession Stand are April 19, May 3, May 16 and May 30. The Grade 5 students will volunteer to work the concession stand with their parent present. The Committee will have items for sale in the \$1-\$5 range but remind parents that you should supervise your child during the purchasing or, if they are making purchases on their own, trust that they know what they are allowed/not allowed to have.

**Yearbook:** The yearbook photo waivers have been sent home and were available at the office for parents to sign. We are looking at how to streamline this consent for future years.

Important Upcoming Dates:

- Waterslides: June 20
- Farewell Celebration with dessert buffet (evening): June 25
- Ice Cream Truck & Clap out (after school): June 27

If you would like to join the Grade 5 Committee, please email the PAC email address at [princecharlesabbypac@gmail.com](mailto:princecharlesabbypac@gmail.com).